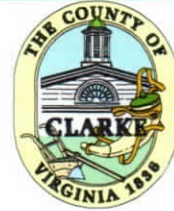


# Clarke County

---



**PLANNING COMMISSION  
BUSINESS INTERSECTION AREA PLANS SUBCOMMITTEE  
Meeting Minutes  
Thursday, June 23, 2016**

A meeting of the Planning Commission Business Intersection Area Plans Subcommittee was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Thursday, June 23, 2016.

## **ATTENDANCE**

Robina Bouffault, Anne Caldwell, and Gwendolyn Malone

**Absent:** None

**Staff Present:** Brandon Stidham (Planning Director); Len Capelli (Director of Economic Development and Tourism)

## **CALLED TO ORDER**

Staff called the meeting to order at 2:00PM.

## **APPROVAL OF AGENDA**

Ms. Bouffault asked to add an item to the agenda for her to provide an update on Exede satellite broadband service that she recently began using at her home. Mr. Stidham said this could be added as a new Item #3a after the Waterloo Area Plan draft discussion. On motion by Ms. Malone, seconded by Ms. Caldwell, the Subcommittee voted unanimously to approve the meeting agenda as amended.

## **APPROVAL OF MINUTES – MAY 26, 2016 MEETING**

On motion by Ms. Caldwell, seconded by Ms. Malone, the Subcommittee voted unanimously to approve the May 26, 2016 minutes as presented by Staff.

## **DISCUSSION, WATERLOO AREA PLAN INITIAL DRAFT**

Mr. Stidham began with a section by section overview of the Initial Draft and invited members to provide comments and questions as he progressed through the Draft. He noted that he included a significant amount of historical information in Chapter I so that the process that was used to create the Plan originally would not be lost. He said that he added the complete list of permitted and special uses allowed in the Highway Commercial District for reference purposes and wanted feedback from the members on this approach. He also said that he wants to add a short paragraph after the list of uses to provide an inventory of existing businesses in the Plan Area that would be referred to generically and not by company or corporate name. Members agreed that this would be a good addition to the Draft. He also clarified a misstatement from the previous Subcommittee meeting that the Lone Oak Restaurant is not in the Plan Area – he said the restaurant is located in the Plan Area and is on the same parcel as the repair shop on the southwestern corner of the intersection.

He stated that the purpose of Section C is to summarize the current Plan recommendations by subject area and the degree to which the recommendations have been implemented. Ms. Bouffault said that this section was very informative. Ms. Caldwell said that the historical information is very useful to help understand the Plan. Mr. Stidham said that Section D contains quoted sections pertinent to the Draft Plan but that he did not include specific analysis of the sections in order to avoid redundancy.

Ms. Caldwell noted that the linkage between the list of topic areas at the top of Page 3 and the more detailed discussion in Section C is not clear. She recommended adding a sentence on Page 3 to clarify this linkage. Mr. Stidham acknowledged that he would make this change in the next draft. Ms. Caldwell added that she liked the listing of Highway Commercial uses but noted some inconsistencies with the current Plan such as warehouses. Ms. Caldwell also suggested that there should be reference to the Historic Access Corridor Overlay District regulations since they govern development in the Plan Area as well. Mr. Stidham said that he would make sure to include reference in the next draft as well.

Mr. Stidham then provided an overview of Chapter II containing a goals statement and a section listing objectives and strategies. He asked whether the members had any additions or edits and also asked whether additional descriptive text should be provided for each objective. Ms. Bouffault said that it would be a good idea to remain general with the descriptions to avoid adding language that could confuse the meaning of the objectives. Ms. Caldwell noted a typo in Goal #2 and thought that Goal #3 was vague. Mr. Stidham said that this Goal was intended to emphasize marketability of the Plan Area, and Ms. Caldwell suggested referencing marketability in the Goal language.

Regarding Goal #4, Ms. Caldwell recommended adding language to allow for future consideration of expanding the Plan Area once buildout is substantially complete. She noted that this is language from the Comprehensive Plan should be repeated in the Area Plan and Mr. Stidham said that he would add this language. Mr. Capelli cautioned against precluding development on adjacent or nearby parcels in the event that a future proposal is offered by the property owners, noting specifically the owners of a parcel adjacent to the southeastern quadrant of the Plan Area that are interested in commercial development. Mr. Stidham noted that recommending compatible agricultural support businesses and uses on parcels close to the Plan Area with direct access to a primary highway is a potential near-term answer to this issue. He also stated that the Area Plan would be reviewed every five years at a minimum, allowing the Plan recommendations to be re-examined on a more frequent basis to address changing conditions. Mr. Stidham suggested to Mr. Capelli that in the meantime, the owners of the property he referenced adjacent to the Plan Area should consider conducting a traffic study to determine what entrance and road improvements would be needed to develop their property.

Ms. Bouffault discussed a 2008 proposal to build business condominiums in the Berryville Annexation Area off South Church Street as an interesting development model. Mr. Stidham recounted a similar example in another locality where the condominiums were two-story structures with office space on the top floor and flexible space for storage or light manufacturing/repair on the lower floor.

Ms. Caldwell referenced Section D on Page 8, noting this section is confusing with inclusion of information on Double Tollgate. She asked whether this could be edited, in particular on Page 10, to alleviate this problem. Mr. Stidham said that he recommends striking the second and fourth paragraphs on Page 10 and using ellipses to reference quoted text being removed.

Mr. Stidham reviewed Chapter III noting that the Conclusion section follows a similar format used in recently updated Plans. He added that the Conclusion section for the Double Tollgate will be very similar to this section. He also referenced the Plan Area map and traffic count table. Ms. Caldwell suggested that in the section in Chapter I to be added listing the business types, the parcel numbers from the Plan Area map could be used for reference purposes. Mr. Stidham concluded review of the draft by noting that he would now move on to the Double Tollgate initial draft for discussion at the Subcommittee's July 21 meeting.

Ms. Bouffault provided the Subcommittee members with information on Exede satellite broadband service that she recently had installed in her home. She asked the members whether it would be a good idea to provide a report to the Planning Commission on broadband options with the goal of publicizing the information to the citizens. Ms. Caldwell said a major issue is determining what services the citizens are currently using and that simple surveys do not capture this information. Mr. Capelli cautioned that if the County promotes certain service providers, the County could potentially be blamed if citizens choose those providers and are not satisfied with the service. He suggested working with the Observer to promote providers in an informational article.

There being no further business to come before the Committee, the meeting was adjourned at 3:01PM.

A handwritten signature in black ink, appearing to read 'B. Stidham', is written over a horizontal line.

Brandon Stidham, Clerk